

How to Register with the ROCS System – New DCJS Registrants

Go to <http://www.dcss.virginia.gov/rocs/Login.aspx> where you will see the welcome screen.

Click on “register a person” on the menu to the left of the screen.

The screenshot shows a web browser window displaying the DCJS Virginia Department of Criminal Justice Services website. The browser's address bar shows the URL <http://www.dcss.virginia.gov/rocs/Login.aspx>. The website header features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth". A navigation menu on the left side of the page lists "Menu", "Register a Person", and "Register a Business". An arrow points to the "Register a Person" link. The main content area displays the title "Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)" and provides instructions for users. It states that new users must register with the e-Government site, while existing users can log in. It also provides links for forgotten passwords. Below the instructions, there are two bullet points detailing the registration process for professional licenses and business/facility licenses. At the bottom of the page, there are input fields for "User Id:" and "Password:".

Menu

- Register a Person
- Register a Business

Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)

In order to utilize the online services, you must register with the e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **login button** to continue. If you've forgotten your password, click [here](#).

If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

- If you wish to apply for a professional license, renew an existing professional license, submit name or address changes, or request a duplicate license, click [here](#) to register (or click the **register a person** link on the left).
- If you wish to apply for a business or facility license, renew an existing business license, submit name or address changes, request a duplicate license or request a facility inspection, click [here](#) to register (or click the **register a business** link on the left).

User Id*:

Password*:

You will then see this screen where you will fill in your birth date as MM/DD/YYYY and SSN without dashes.

The screenshot shows a web browser window with the address bar displaying `http://www.dcjs.virginia.gov/rocs/PersonSearchResults.aspx`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a Google search bar. The page content is titled "Search for Existing Personal/Professional Records" and includes the following text:

In order to apply for a professional license, renew an existing license, submit name or address changes or to request a duplicate, you must create a username and password and associate it to your records. This form allows you to search for your existing personal/professional records.

- If you are the owner of a licensed business or facility and wish to register to maintain your business records, click [here](#) to continue.
- You must complete the search process, even if you currently hold no professional licenses with the state.

1. Enter your information into at least two of the fields below.
2. Press the **search button** to search for your records based on the information you provided.

NOTE: If you are not able to find your record and you believe that you should be in our system, please double check to make sure you have entered your SSN and birth date accurately.

The form includes two input fields:

- Birth Date*:** A text box with the example "Ex: MM/DD/YYYY". An arrow points to this field.
- SSN*:** A text box with the example "Ex: 123456789". An arrow points to this field.

The browser's status bar at the bottom shows "Done" and "Internet".

As you are not in the system, you must fill out your name & address as well as create a username and password.

http://www.dcs.virginia.gov/rocs/InitialRegistration.aspx

File Edit View Favorites Tools Help

Google Search

InitialRegistration corporate_complete

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
Improving and promoting public safety in the Commonwealth

Menu
Login Page

Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)

→ We were unable to find your records based on the entered search criteria.

- If you do not currently hold a license with the state and have not already submitted a paper application, the form below will allow you to register your personal information with the state and create a username and password. Complete the form below and press the **register button** to create your record. Once logged into the e-Government application you will be able to submit an electronic license application.
- If you currently hold a license with the state or have already submitted a paper application to the state, click [here](#) to search again. Do not complete the form below to register as this will not allow you to access your licensure records. If your records can not be found, click [here](#) for information on contacting the proper department/agency/board. Or call customer service at 804-786-4700.

NOTE: Required fields are marked with an asterisk (*).

Name

Name Prefix: Birth Date*:

Internet 100%

Fill out your name, SSN without dashes, and birth date as MM/DD/YYYY. Select your gender (optional).

http://www.dcs.virginia.gov/rocs/InitialRegistration.aspx

File Edit View Favorites Tools Help

Google Search

InitialRegistration corporate_complete

NOTE: Required fields are marked with an asterisk (*).

Name

Name Prefix:
ex. Mr. | Mrs. | Dr.

First Name*:

Middle Name:

Last Name*:

Name Suffix:
ex. Sr. | Jr. | III

Birth Date*:
MM/DD/YYYY

SSN*:
ex. 123456789

Gender:

Address

Country:

Phone*:
ex. 3015551212

Line 1*:
ex. 123 Fourth St.

Line 2:
ex. Apt. 100

Fax:
ex. 3015551212

Email:
ex. username@domain.com

Now enter your mailing address and phone number (required). You can also submit a fax number and email address if desired.

The screenshot shows a web browser window with the address bar displaying `http://www.dcs.virginia.gov/rocs/InitialRegistration.aspx`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and navigation. The address bar shows two tabs: 'InitialRegistration' and 'corporate_complete'. The main content area is a registration form with the following fields:

- Country:** A dropdown menu set to 'United States'.
- Line 1*:** A text input field with the example 'ex. 123 Fourth St.'
- Line 2:** A text input field with the example 'ex. Apt. 100'.
- City*:** A text input field with the example 'Foreign Addresses: Enter city, region, postal code'.
- State:** A dropdown menu set to 'VA'.
- ZipCode*:** A text input field with the example 'ex. 02705 or 027051234'.
- Phone*:** A text input field with the example 'ex. 3015551212'. An arrow points to this field.
- Fax:** A text input field with the example 'ex. 3015551212'.
- Email:** A text input field with the example 'ex. username@domain.com'.

Below the address fields is a section titled **User ID** with the following fields:

- User Id*:** A text input field with the example 'ex. jsmith'.
- Password*:** A text input field with the example 'Minimum 6 characters'.
- Password Question*:** A text input field with the example 'ex. Favorite color?'.
- Confirm Password*:** A text input field.
- Password Answer*:** A text input field with the example 'ex. Blue'.

A **Register** button is located at the bottom right of the form.

Next, create a user ID and password with a minimum of 6 characters.

You must also create a password question and answer to be used in case you forget your password.

The screenshot shows a web browser window with the address bar displaying `http://www.dcjs.virginia.gov/rocs/InitialRegistration.aspx`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and bookmarks. The address bar shows two tabs: 'InitialRegistration' and 'corporate_complete'. The main content area is a registration form with the following fields:

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- Phone*:** A text input field with the example 'ex. 3015551212'.
- Line 1*:** A text input field with the example 'ex. 123 Fourth St.'.
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- Password Question*:** A text input field with the example 'ex. Favorite color?'.
- Confirm Password*:** A text input field with the example 'ex. Blue'.
- Password Answer*:** A text input field with the example 'ex. Blue'.

A 'Register' button is located at the bottom right of the form. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

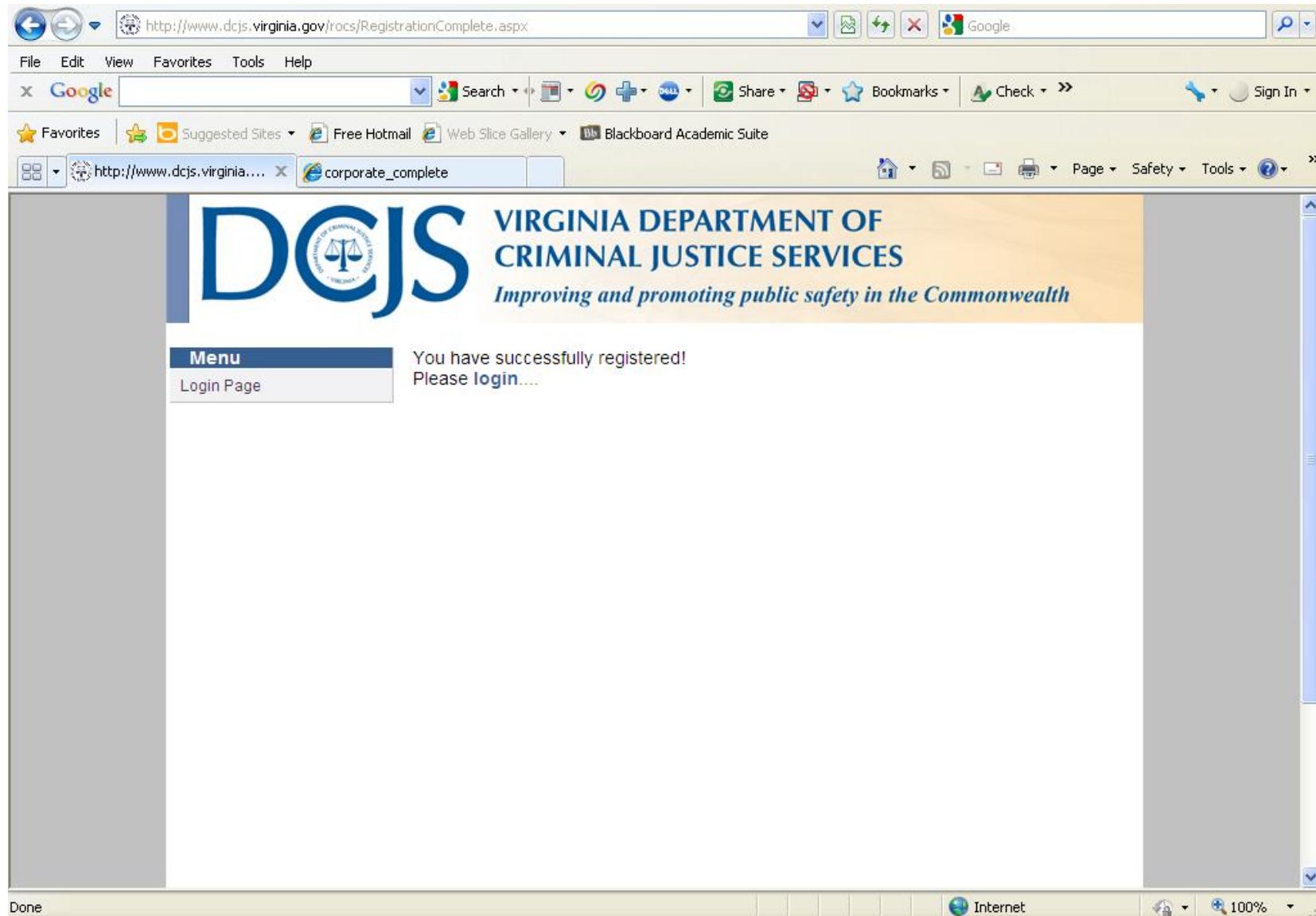
After this information is filled out, click the “register” button at the bottom of the page.

The screenshot shows a web browser window with the address bar displaying <http://www.dcs.virginia.gov/rocs/InitialRegistration.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and bookmarks. The address bar shows two tabs: 'InitialRegistration' and 'corporate_complete'. The main content area is a registration form with the following fields:

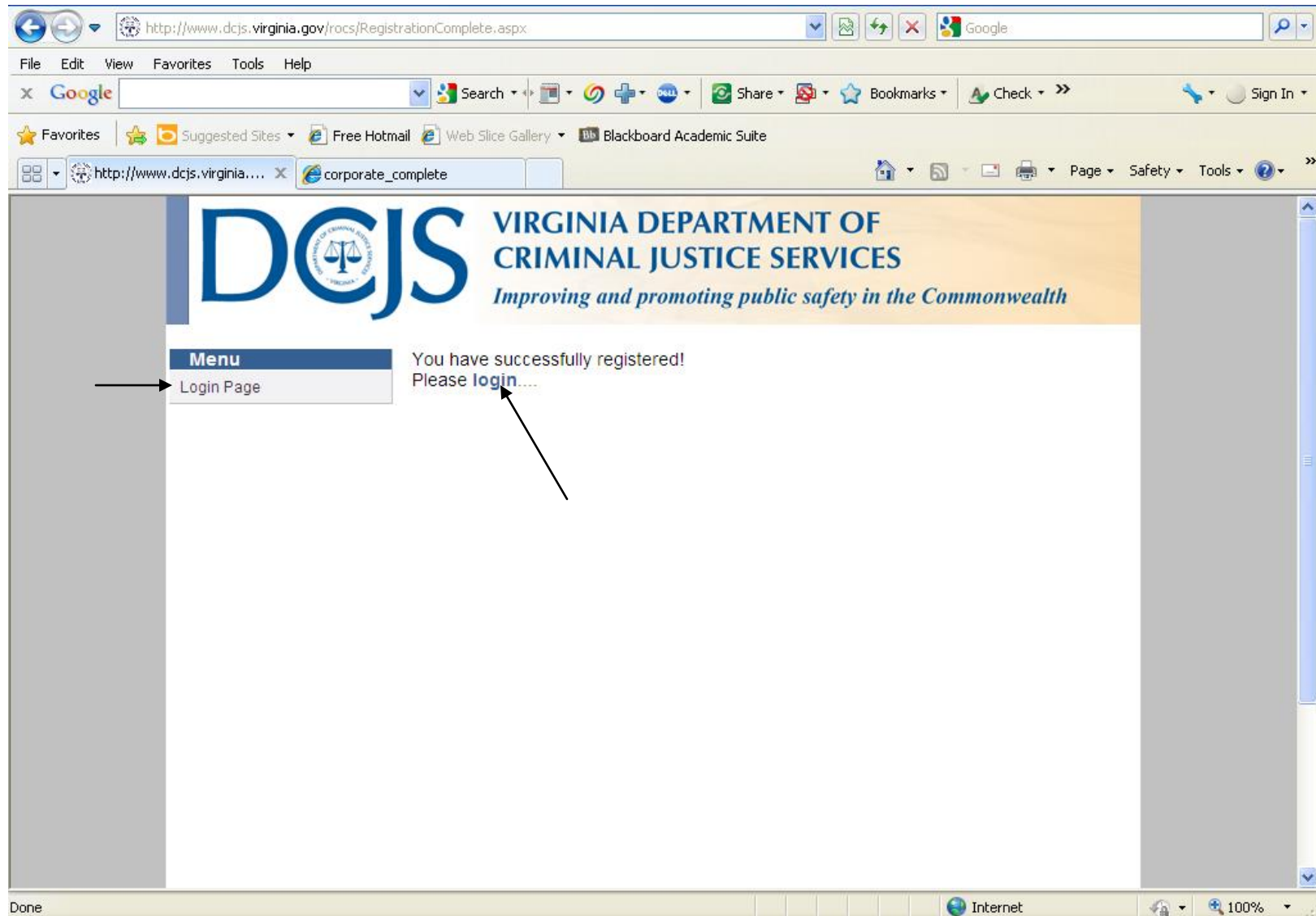
- Country:** A dropdown menu set to 'United States'.
- Phone*:** A text input field with the example 'ex. 3015551212'.
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- Email:** A text input field with the example 'ex. username@domain.com'.
- User ID:** A text input field with the example 'ex. jsmith'.
- Password*:** A text input field with the example 'Minimum 6 characters'.
- Confirm Password*:** A text input field.
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At the bottom of the form, there is a blue button labeled 'Register'. Two arrows point to this button from the left and right sides. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

It will take several seconds to register you. When you are successful, you will see this page:



Click “login page” on the menu on the left side or click the blue word “login.”



When you get to the login screen, enter the username and password you created.

http://www.dcs.virginia.gov/rocs/Login.aspx

File Edit View Favorites Tools Help

Google Search

Favorites Suggested Sites Free Hotmail Web Slice Gallery Blackboard Academic Suite

http://www.dcs.virginia.gov/rocs/Login.aspx corporate_complete

Menu

- Register a Person
- Register a Business

Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)

In order to utilize the online services, you must register with the e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **login button** to continue. If you've forgotten your password, click [here](#).

If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

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User Id*:

Password*:

Login

Click [here](#) if you have forgotten your password.

Internet 100%

Then click the “login” button.

The screenshot shows a web browser window with the address bar displaying `http://www.dcs.virginia.gov/rocs/Login.aspx`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and bookmarks. The page content features a left-hand menu with the title "Menu" and two links: "Register a Person" and "Register a Business". The main content area is titled "Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)". Below the title, a paragraph explains the registration process: "In order to utilize the online services, you must register with the e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **login button** to continue. If you've forgotten your password, click [here](#)." A second paragraph states: "If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:". This is followed by a bulleted list of registration options. At the bottom, there are input fields for "User Id*" and "Password*", a "Login" button, and a link to [here](#) for forgotten passwords. The browser's status bar at the bottom shows "Internet" and a 100% zoom level.

Menu

- Register a Person
- Register a Business

Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)

In order to utilize the online services, you must register with the e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **login button** to continue. If you've forgotten your password, click [here](#).

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User Id*:

Password*:

Click [here](#) if you have forgotten your password.

When you are successful you will see the licensing homepage with your name and address.

The screenshot shows a web browser window with the address bar displaying <http://www.dcs.virginia.gov/rocs/Home.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and bookmarks. The page header features a navigation menu with links to Favorites, Suggested Sites, Free Hotmail, Web Slice Gallery, and Blackboard Academic Suite. The main content area is titled "Licensing Home Page" and includes a sidebar menu with options like Initial Application, Renew License, Duplicate License, Demographics Update, License Address Change, Manage Categories, Cart, and Logout. The main text area states: "The list below displays all licenses currently held by you and all licenses currently being applied for. To renew a license, click the **renew license** link on the left." It also includes a bullet point: "Please click [here](#) to obtain your DCJS ID." Below this, there is a section titled "Name" with the following information: Name: Sample Profile, Address: 123 Street Road, Richmond, VA 23235, and Phone: 7036523178. A section titled "Licenses" contains a table with the following data:

RE Registration	Continue
Profession: Private Security Services	License Number: Pending License Status: Pending
Issue Date:	Expiration Date:

Congratulations! You will now be able to submit applications, change your address, and check on your status online.